



## National School Lunch Program

### Annual Due Dates

Teaching and Learning Support  
**Child Nutrition Services**  
 801 West 10<sup>th</sup> Street, Suite 200  
 P.O. Box 110500  
 Juneau, Alaska 99811-0500  
 (907) 465-8709  
 Fax (907) 465-8910

<b>July 1</b>	<b>Program Year begins</b>
Forms and online applications are available for data entry. Include current contacts and any changes in program participation. There must be at least two different people to contact on the site information sheet.	
<b>Sept 15</b>	<b>Annual Application Renewal</b>
All LEAs must renew participation in the CNS online system. Include current contacts and any changes in program participation. <b>Reminder: LEA's with more than one site must conduct their On-site reviews for Counting and Claiming before February 1<sup>st</sup>.</b>	
<b>Sept 30</b>	<b>First Afterschool Snack On-Site Review</b>
LEA's with Afterschool Snack programs should have conducted their first on-site review with-in the first 4 weeks of the new program year.	
<b>Oct 1</b>	<b>Verification of Household Applications begins</b>
A 3% sample size of Household Applications approved by October 1 <sup>st</sup> for Free & Reduced Price Meals must be pulled and data verified through contacting households. LEA's may complete the "Applications Approved" portion of the Verification Summary Report to determine the number of application to pull for verification.	
<b>Nov 15</b>	<b>Verification of Household Applications process must be completed</b>
All households must be contacted. Responses and supporting data must be recorded for the verification summary report.	
<b>Nov 30</b>	<b>Free &amp; Reduced Price Meals Eligibility Report data is due to SA</b>
This report consists of the counts of students eligible for free and reduced priced meals and the total enrollment for the month of October.	
<b>Dec 30</b>	<b>Free &amp; Reduced Price Meals Eligibility Report data verified</b>
State agency will contact LEAs to verify student count before posting on the web.	
<b>Jan 15</b>	<b>On-Site Reviews for the Counting and Claiming Process</b>
LEA's with more than one site should conducted the on-site review for the counting and claiming process before February 1 <sup>st</sup> .	
<b>Feb 15</b>	<b>Last day for data collection for replying Household Applications under Verification</b>
Count the number of students found ineligible as a result of verification that were reinstated for free or reduced price meal benefits between the verification period of Nov 15 and February 15 and record on the verification summary report.	



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<b>Feb 15</b>	<b>On-Site Review Summary Report</b>
LEAs with more than one site must submit this report, which includes all the results from the required on-site reviews for counting and claiming procedures. The food service manager to verify proper procedures are being followed must visit each NSLP site. The site review should be done before February 1.	
<b>Mar 1</b>	<b>Verification Summary Report –FNS 742</b>
A result of the Verification Process is due no later than March 1 to state agency. This includes the number of students found ineligible because of verification who were reinstated for free or reduced price meal benefits, as of February 15.	
<b>Apr 15</b>	<b>Applications for Provision Operations</b>
Special Assistance Provision Operations must be approved by state agency. Not all LEAs qualify for this type of operation.	
<b>Last day of school or June 1</b>	<b>On-site Review Summary for Afterschool Snack Program</b>
LEA's with sites serving afterschool snacks must be reviewed and the results reported to the state agency.	
<b>Last day of school or June 1</b>	<b>Food Safety Inspection Report</b>
Report the number of food safety inspections conducted in the previous year by DEC, military authorities, or the Municipality of Anchorage for each school site.	